

1 July 1959

FISCAL DIVISION

Policy and Procedure Memorandum No. 1

1. Effective 1 July 1959 payroll and bond issue vouchers will be scheduled for payment by the Payroll Branch and such original documents will be retained in that Branch as the official files of the Fiscal Division, and shall be available to the General Accounting Office representatives for site audit. All payroll and bond issue voucher files now maintained in the Fiscal Processing Branch will be sent to the Payroll Branch to be maintained in that Branch.

2. Action by Payroll Branch:

After the preparation of payrolls and bond schedules, the Branch will:

- a. Prepare SF-1166, "Voucher and Schedule for Payments", for each payroll and for bond schedules (Fanfold form - Original and three copies). Additional copies when required for special distribution will be prepared with the fanfold. (Distribution of the SF-1166 will be indicated on each copy of the S.F. 1166).
- b. Attach supporting document(s) to the SF-1166 (Fanfold), excluding IBM supporting payroll listings and obtain the certification for payment by the authorized certifying officer.
- c. Send the certified SF-1166 (Fanfold) to the Fiscal Processing Branch for numbering and recording on the visible card files.
- d. Attach to applicable IBM supporting payroll listing and retain in record file the returned Number 3 copy of the SF-1166 pending receipt of paid original.
- e. Upon receipt of the paid original of the SF-1166 with the paid date and the Disbursing Officer's voucher number, attach the original to the applicable IBM supporting payroll listing, detach the Number 3 copy and destroy.
- f. Maintain a Fiscal Division official file for the original vouchers and supports.
- g. Retire the Fiscal Division official file in accordance with records retirement schedule.

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3. Action by Fiscal Processing Branch:

Upon receipt of SF-1166 "Voucher and Schedule of Payments" for payroll and for bond schedules, the Fiscal Processing Branch will:

- a. Assign an Agency schedule number to the SF-1166 and post from the schedule to the visible card files the following information: voucher and schedule of payments number; payroll number; period covered; bond schedule number; amount; date to D.O.
- b. Delete and retain the schedule of charges (back-up sheet) applicable to payroll vouchers pending the receipt of paid SF-1166. Send the original and Copy No. 1 of the SF-1166 to the Disbursing Officer for payment. Distribute all other copies as indicated thereon.
- c. Upon the return of the paid original of the SF-1166, with the paid date and the Disbursing Officer's voucher number stamped thereon, attach to applicable SF-1166 the schedule of charges (back-up sheet) and send to the Accounting Branch for processing and posting to the accounting records.
- d. Upon return from the Accounting Branch, send the original of the SF-1166 directly to the Payroll Branch.

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Deputy Chief, Fiscal Division